

Communications Unit Leader Task Book



Extracted from the Civil Air Patrol Mission Base Staff Tasks
Manual Dated 24 May 2004

SPECIALTY QUALIFICATION TRAINING RECORD (SQTR)
Communications Unit Leader

NAME (Last, First, MI)

CAPID

DATE ISSUED

Prerequisites

Item

Date Completed

Qualified Mission Radio Operator

Complete Advanced Communications User Training

The above listed member has completed the required prerequisite training for the communications unit leader specialty.

UNIT/WING/REGION COMMANDER OR
AUTHORIZED DESIGNEE'S SIGNATURE

DATE

Familiarization and Preparatory Training

Task

Evaluator's CAPID and
Date Completed

Complete NIIMS G193 or equivalent

The above listed member has completed the required familiarization and preparatory training requirements for the communications unit leader specialty qualification and is authorized to serve in that specialty while supervised on training or actual missions.

UNIT/WING/REGION COMMANDER OR
AUTHORIZED DESIGNEE'S SIGNATURE

DATE

Advanced TrainingEvaluator's CAPID and
Date Completed

Task	
Complete Task L-0015 Demonstrate communications planning	
Complete Task L-0014 Demonstrate the ability to setup communications equipment at mission base	
Complete Task L-0013 Demonstrate the ability to prepare an emergency communications plan	
Complete Task L-0012 Demonstrate the ability to handle an overdue radio check-in	
Complete Task L-0010 Demonstrate communication safety procedures	
Complete Task L-0011 Demonstrate the ability to run an emergency communications network	
Complete Task L-0016 Demonstrate ability to manage radio operations for a ground net	
Complete Task L-0001 Basic Communications Procedures for ES Operations	
Complete Task P-0101 Demonstrate the ability to keep a log	
Complete the appropriate portion of CAPT 117, <i>Emergency Services Continuing Education examinations</i>	

Exercise Participation

The above listed member satisfactorily participated as a communications unit leader trainee under my direct supervision on mission number _____.

QUALIFIED SUPERVISOR'S SIGNATURE DATE

The above listed member satisfactorily participated as a communications unit leader trainee under my direct supervision on mission number _____.

QUALIFIED SUPERVISOR'S SIGNATURE DATE

Unit Certification and Recommendation

The above listed member has completed the requirements for the communications unit leader specialty qualification and is authorized to serve in that specialty on training or actual missions.

UNIT/WING/REGION COMMANDER OR
AUTHORIZED DESIGNEE'S SIGNATURE DATE

Communications Unit Leader Task Book



Advanced Training

L-0015
COMMUNICATIONS PLANNING

CONDITIONS

You are a Communications Unit Leader serving on the staff of a major incident. Prepare the communications inputs to the overall Incident Action Plan.

OBJECTIVES

Properly complete an ICS Form 205 and be prepared to provide additional information to the planning staff relevant to the communications operation to be incorporated into an Incident Action Plan.

TRAINING AND EVALUATION

Training Outline

1. Communications are a critical requirement on any incident. If the incident staff can not adequately communicate with each other then operations may not be able to conducted, or if they are at greater risk than normal.

2. To be sure that all personnel's communications requirements are met, the communications staff in coordination with rest of the staff prepares inputs to the Incident Action Plan (IAP).

a. The Communications Unit Leader, utilizing the resources available to him or her, will prepare an ICS Form 205 for incorporation into the IAP. The resources projected for use in the next operational period are presented in an easily understood format on this form. On larger incidents it may be necessary to use more than one ICS Form 205 to adequately report the expected resource utilization of the incident. Be sure to include the requirements for other agencies supporting you as applicable.

b. In addition to the hardware resources required for the incident, personnel requirements to adequately support the needs of the end users must be established. This will vary from one incident to another, but the communications unit leader needs to consider many options:

- 1) How many locations or groups of separated personnel will need to be supported?
- 2) Will operations be continuous or will there be scheduled down periods for all crews?
- 3) Are their adequately trained personnel available to meet the expected needs of the incident staff? If not, what alternatives do you have?
- 4) Are adequate facilities available to support the incident staff's requirements? If not, what options do you have?

c. Communications requirements for staff are much more than just radio communications. Consider all of the feasible alternatives available to you to meet the needs of the staff. Several options to consider are listed below:

- 1) Telephones including fax and voice mail
- 2) Pagers
- 3) Internet/Intranet including world wide web and e-mail options
- 4) Packet and HF-E-mail
- 5) Video transmissions

3. In developing the communications plan consideration needs to be made for emergencies and equipment breakdowns or failures.

Additional Information

More detailed information on this topic is available in ICS Module 11 – Incident and Planning.

Evaluation Preparation

Setup: Provide the student to be evaluated with a briefing from the Logistics Section Chief that includes local information allowing the student to be evaluated to develop

Brief Student: Text.

Evaluation

<u>Performance measures</u>	<u>Results</u>	
1. Develop the communications portion of the incident action plan for the mission (with coordination from the section chiefs and branch directors)	P	F
2. Coordinate with other participating agencies to determine additional communications requirements.	P	F
3. Determine personnel and equipment requirements for communications (using briefing from the Logistics Section Chief)	P	F
4. Publish frequencies and modes of communications to be used.	P	F
5. Establish telephone communications at the mission base.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

L-0014
SETUP COMMUNICATIONS EQUIPMENT AT MISSION BASE

CONDITIONS

You are a Communications Unit Leader for a mission. Upon arrival at the mission base, you have to set up the communications system. This includes the safe installation of radios, antennas, etc.

OBJECTIVES

1. The Communications Unit Leader is responsible for the safe and efficient setup of communications equipment at the mission base.
2. Equipment should be setup, adequately grounded, and operational as soon as possible to provide support to the mission.

TRAINING AND EVALUATION

Training Outline

1. Locate a site for location of radio equipment in accordance with the communications plan for the mission. Install radios, antennas, and power distribution with safety in mind. Once installed, all equipment must be tested to assure proper working condition.
2. The student should be able to demonstrate the following:
 - a. Choose a communications area that is conducive to good operations. This area may be one or more areas at the same base. The mission Emergency Communications Plan should cover this.
 - b. Assemble and install the equipment making sure to route cables and power cords in accordance with good operating practices.
 - c. Assure all equipment is functioning properly.
 - d. Assure adequate standby power is available to maintain operations in the event of power failure.
 - e. Assure all equipment is adequately grounded.

Additional Information

More detailed information on this topic is available in various publications including the ARRL Handbook, ARRL Antenna Book, etc.

Evaluation Preparation

Setup: The student must be supplied with the normal equipment used at any exercise or mission base and a location that will simulate a mission base. Using an actual exercise would be an ideal situation for this evaluation.

Brief Student: Acting as the Communications Unit Leader and working with the IC and other mission staff, choose the optimum location for mission communications at the base and install all necessary equipment.

Evaluation

<u>Performance measures</u>	<u>Results</u>	
1. Choose a communications area.	P	F
2. Assemble and install antenna(s)	P	F
3. Run cables from antenna(s) to equipment maintaining a safe operating environment.	P	F
4. Assure all equipment is functioning properly.	P	F
5. Assure adequate standby power is available and provide checklist for the smooth transition from commercial to standby power.	P	F
6. Assure equipment is adequately grounded.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

L-0013
PREPARE AN EMERGENCY COMMUNICATIONS PLAN

CONDITIONS

The Incident Commander appoints you as the Communications Unit Leader for an incident. You must prepare a plan to fill the communications requirements of this mission. This plan must cover all current and contingency communications needs including procedures for loss of communications.

OBJECTIVES

1. The Communications Unit Leader is responsible for developing an Emergency Communications Plan for a given mission or mission base.
2. Emergency planning is based on the wing Emergency Communications Plan and should also cover the basic communications and loss of communications scenarios.
3. Be familiar and capable of using ICS Form 216 and 217.

TRAINING AND EVALUATION

Training Outline

1. Using established wing Emergency Communications Plans, the Communications Unit Leader should be able to develop a specific plan for a given mission or mission base. The plan covers all areas of communications and loss of communications. Emergency Services procedures and checklists should also be used as a resource for planning.
2. The student should be able to demonstrate the following tasks:
 - a. Selection of proper frequencies for use by air, ground, and fixed assets.
 - b. Develop a contingency plan for loss of communications at the mission base, or any resource.
 - c. Develop a contact list for the mission base and field resources to use as necessary, including local police/sheriff's departments, fire, medical, etc.

Additional Information

More detailed information on this topic is available in the wing Emergency Communications Plan and the wing Emergency Services procedures.

Evaluation Preparation

Setup: The student will need current copies of the wing Emergency Communications Plan and Emergency Services procedures. Along with these, a copy of the local telephone directory, emergency contact listings, and/or government telephone directory. Wing communications resource listings should also be available.

Brief Student: After the Incident Commander assigns you as the Communications Unit Leader, you must first develop an Emergency Communications Plan to cover all aspects of the mission. This plan will cover how the

mission base will conduct communications, air units, ground units, and other fixed stations. It will also cover the need for contingencies in the event of loss of communications.

Evaluation

<u>Performance measures</u>	<u>Results</u>	
1. Are frequencies chosen and designated for the different communications needs of the mission (i.e. aircraft, ground teams, base to base, etc.)	P	F
2. Are procedures included to cover loss of communications at mission base, loss of com by resources, missing radio check-ins, loss of power, etc.	P	F
3. Develop a list of contact phone numbers for other agencies, as well as alternate contact information for CAP mission base(s).	P	F
4. Fill out ICS Form 216	P	F
5. Fill out ICS Form 217	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

L-0012
HANDLE AN OVERDUE RADIO CHECK-IN

CONDITIONS

You are working as a Communications Unit Leader at a mission base and an aircraft has missed its regular radio check-in. Regular, scheduled, radio check-ins allow the mission base to track the progress of sorties and alert the mission base to any possible problems involving resources.

OBJECTIVES

1. Determine that a resource has missed a normal radio check-in.
2. A checklist should be available describing the communications and notification procedures for ground or air units that have missed radio check-ins.

TRAINING AND EVALUATION

Training Outline

1. Following the wing Emergency Communications Plan and the mission communications plan, the Communications Unit Leader (CUL) should be able to follow an established checklist or procedure to determine if the missing resource is still on the air.
2. The student should be able to demonstrate the following tasks:
 - a. Determine that a resource has missed a radio check-in.
 - b. Use established procedures and plans to attempt to re-establish communications with the missing resource.
 - c. Be familiar with and follow the notification procedures established in the established plans and procedures.

Additional Information

More detailed information on this topic should be available in wing Communications Plans and Emergency Services Procedures.

Evaluation Preparation

Setup: The student is provided with the wing's checklists and established procedures for the handling of overdue radio check-ins. The student will need a radio logs and other necessary paperwork.

Brief Student: During the normal operations of a mission or exercise, the Comm Unit Leader must insure that aircraft and vehicles are making required check-ins. If an asset is overdue on a check-in, the wing has established policies and checklists that must be followed. In this evaluation, an aircraft will miss a check-in. You must determine which aircraft it is and follow the provided guidance as required.

Evaluation

<u>Performance measures</u>	<u>Results</u>	
1. Determine that a resource has missed a radio check-in	P	F
2. Use established plans and procedures to determine if the resource is still on the air.	P	F
3. Give some examples of ways to assist in determining if the resource is still on the air.	P	F
4. Use established plans and procedures to determine who should be notified of the missing resource.	P	F
Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.		

L-0010
COMMUNICATIONS SAFETY PROCEDURES

CONDITIONS

You are a mission radio operator at a search/DR base.

OBJECTIVES

Explain the safety exposures and mitigation factors involved in operating a mission radio system.

TRAINING AND EVALUATION

Training Information Outline

1. A Mission Radio Operator is required to maintain a safe environment as part of the operator tasks.
2. You should be able to demonstrate the following skills:
 - a) List at least 5 safety rules for lightning protection
 - 1) If you can hear thunder from lightning, you are close enough be hit by it. Seek safe shelter.
 - 2) Properly ground all equipment when installed.
 - 3) Disconnect antennas from radios when lightning is observed in the area.
 - 4) Disconnect radios/power supplies from ac outlets when lightning is observed in the area.
 - 5) If you are in a vehicle, do not remain in a high location that would make you a likely target for lightning (such as a hilltop or large open field).
 - 6) If you are on foot, seek shelter. Report to mission base, or any other unit, that you are leaving the air due to lightning. Move to a sturdy building or car. Do not take shelter in small sheds, under isolated trees, or in a convertible automobile.
 - 7) If on foot and no suitable shelter is available, find a low spot away from trees, fences and poles. Make sure the place you pick is not subject to flooding. If you are in the woods, take shelter under shorter trees.
 - b) Proper routing and securing of cables and wires
 - c) Locating antenna systems to minimize RF exposure and EMI
 - d) Explain a proper grounding system

Additional Information

Additional information on radio safety can be found in Chapter 7 of CAPR 100-1 Vol. 1. Additional lightning safety tips can be found at the National Lightning Safety Institute's home page at:

<http://www.electricnet.com/orgs/nlsi.htm>

Evaluation Preparation

Setup: None

Brief Student: Have the student recite the 5 safety rules for lightning protection. Have the student explain the proper routing and securing of wires and cables, how to properly locate an antenna system and ground the equipment.

Evaluation:

<u>Performance measures</u>	<u>Results</u>	
1. List at least 5 safety rules for lightning protection	P	F
2. Explain the proper routing and secure of wires and cables	P	F
3. Explain how to properly locate antenna systems to maximize safety and minimize RF exposure and EMI	P	F
4. Explain how to properly ground communications equipment	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

L-0011
RUNNING AN EMERGENCY COMMUNICATIONS NETWORK

CONDITIONS

You are the radio operator at a mission base assigned as the *Net Control Station* (NCS) for the emergency communications network supporting the mission.

OBJECTIVES

1. Maintain network discipline to include proper procedures and operations.
2. Control and direct the flow of formal and informal traffic in the net.

TRAINING AND EVALUATION

Training Outline

1. Network discipline and the management of mission traffic is the responsibility of the NCS. In general, emergency nets are run as *Directed Nets*. This is because most emergency operations require more than a 3 or 4 stations on the air at the same time. While smaller missions may be run as a *Free Net*, the NCS must be trained and qualified to run a directed net.

2. A qualified NCS must be able to demonstrate the following skills:

- a. Open and close the net.
- b. Conducting a roll call.
- c. Traffic management.
- d. Maintaining a list of stations currently on the air.

Additional Information

More detailed information on this topic is available in CAPR 100-1 Volume 1, Radiotelephone Procedures Guide, and the wing Emergency Communications Plan.

Evaluation Preparation

Setup: Supply the student with either a HF or VHF radio. Real or simulated stations will be needed to act as net participants. Some stations should have message traffic to pass to another station on the net. Some stations should be other mission bases, ground units, and aircraft.

Brief Student: The student will demonstrate proficiency in Net Control Station operations as would be expected in a real world mission. The net may be simulated or real. The student will be given the wing Emergency Communications Plan as a reference. The student should be prepared to decide whom or which station should get a particular piece of message traffic.

Evaluation

Performance measures

Results

- | | | |
|--|---|---|
| 1. Demonstrate the net opening procedures as set by wing plans. | P | F |
| 2. Call the roll of stations on the net. | P | F |
| 3. Demonstrate routing traffic to the proper station while maintaining net discipline. | P | F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

L-0016
MANAGE RADIO OPERATIONS FOR A GROUND NET

CONDITIONS

You are working at an incident and are given several mobile communications teams to communicate with field units.

OBJECTIVES

1. Determine your communication needs.
2. Position communications resources where they will be most effective.

TRAINING AND EVALUATION

Training Outline

1. Using ground resources over a large area requires the ability to communicate with those resources. This is often accomplished through the use of an aircraft serving as a relay and with cellular phones. However, there are times when these methods will not be available. Under this circumstance, you may have to dispatch communications teams to create a ground relay network.
2. First, you must determine what you need. Analyze your requirements so the Planning Section can work to get you what you need. Never settle for what you currently have available; more resources are usually available if you ask. The primary types of ground communications available to you are VHF radio, HF radio, and telephone (both landline and cellular). Look at the terrain you need to cover and determine your needs.
 - a. If you have a very large area, stations that have VHF and HF can talk to both the units in the field and back to the command post. The stations could also talk to other stations that are out of VHF range.
 - b. Multiple VHF stations could be used to serve as a relay points back from the area of operations to the command post.
 - c. A station that has access to cellular or landline telephone service could be set up that receives radio communications and relays through the telephone system.
3. After determining your needs, look at what resources you currently have available. Then determine what you still need and send that request to the Resources Unit in the Planning Section. The Resources Unit will report back to you what they can get. Take the resources you have and what you will be receiving and determine the best way to position those units to establish the communications network you need.
4. Now that you have decided how you want your communications network set up, dispatch your communications teams. While these teams are in the field, it is important to manage them as you would any of your ground/UDF teams. Make sure they check in regularly and be sure they are provided for and relieved as needed.

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Manual.

Evaluation Preparation

Setup: This examination can be accomplished in a classroom or on a training mission.

Brief Student: To set up a communications net to maintain contact with the ground units in the field.

Evaluation

<u>Performance measures</u>	<u>Results</u>
1. Did the trainee develop a good plan for the needed communications network?	P F
2. Did the trainee track the resources under their control?	P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

L-0001
BASIC COMMUNICATIONS PROCEDURES FOR ES OPERATIONS

CONDITIONS

You are a member of the CAP mission staff performing a task in which the use of a radio is necessary.

OBJECTIVES

Properly operate a CAP radio.

TRAINING AND EVALUATION

Training Information Outline

1. From time to time, duties may require the use of a CAP radio. This is not a difficult task, but does require some knowledge of operating procedures and equipment.
2. You should be able to demonstrate the following skills:
 - a. Demonstrate the proper method to contact another station.
 - b. Demonstrate knowledge of call signs.
 - c. Demonstrate knowledge of basic prowords.
 - d. Demonstrate ability to operate basic radio equipment.
 - e. Demonstrate knowledge of prohibited practices.
 - f. Demonstrate knowledge of National communications policies.
 - g. Demonstrate knowledge of local operating practices.
 - h. Demonstrate knowledge of region, wing, and local policies.

Additional Information

Additional information is available in CAPR 100-1 Vol. 1 and the "Radiotelephone Procedures Guide."

Evaluation Preparation

Setup: The student is provided with a basic radio (volume, squelch, channel controls) and asked to communicate with another station. At least one radio will be needed for this exercise. The pro-words "roger," "over," "out," affirmative," should be used. The exchange should go through several transmissions with questions and answers. Prohibitive practices, such as "chit chat," should be used or discussed.

Brief Student: The student is at mission base and has been assigned the task of reporting when the director of the local office of emergency management arrives for his/her tour of the facility.

Evaluation:

<u>Performance measures</u>	<u>Results</u>	
1. Listen before transmitting	P	F
2. Demonstrate calling procedures including call signs	P	F
3. Demonstrate use/understanding of basic prowords	P	F
4. Demonstrate understanding of radio equipment including finding local repeater/simplex	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

P-0101
KEEP A LOG

CONDITIONS

You have been assigned to keep a log on a mission, and must log the actions of your unit, section or team on the ICS Form 214 for use during debrief after the mission.

OJECTIVES

Correctly maintain a log of actions during an incident.

TRAINING AND EVALUATION

Training Outline

1. When working an incident, staff members are required to maintain a log of all significant actions. This is important for record keeping of the accomplishments and setbacks, determining search effectiveness during debriefing, and as a legal record of CAP actions amongst many other things.
2. The mission log is started once a unit or section is opened and maintained until personnel are called in and at home safely to the incident commander. A separate log should be maintained for each varying unit or section that is assigned to the incident, and subordinate units at varying levels will normally also keep a log. This log is turned in with the debriefing paperwork and becomes part of the official mission record.
3. The following actions are always recorded in the log:

FOR GROUND OPERATIONS

- a. Departure and return times to mission base.
- b. Routes taken to and from the search area.
- c. Times of entering and leaving search areas.
- d. Any time the search line changes direction.
- e. Times/locations of clue detections or witness interviews.
- f. Time/location of find.
- g. Time/Location of communications checks.
- h. Any event or action related to the team's ability to complete the sortie requirements (natural hazards encountered, injuries to team members, etc.).
- i. Encounters or instructions from local authorities.
- j. Encounters with the media.
- k. Mileage/Flight time at key intersections, when leaving pavement, at other key locations, etc.

l. Time of distress beacon or other emergency signal acquisition.

m. Times distress beacon located and silenced. Also, if available, include the name(s) and organization(s) of person(s) involved in silencing the distress beacon, the manufacturer, serial number, dates of manufacture and battery expiration, vehicle information (type, vehicle registry, description), and the name of the owner.

n. Personnel assignments to and from the team/unit.

Note: This log (ICSF 214) may be kept as an attachment to the CAPF 109

FOR AIRCREW OPERATIONS

a. Briefing details

b. Names of crew members

c. Engine start time

d. Take Off time

e. Communications checks

f. Time beginning assigned grid or route

g. Time departing grid or route

h. Significant weather, turbulence, other

i. Time of landing

j. Time of engine shutdown

k. Crew changes if any

Note: this log (ICSF 214) may be kept as an attachment to the CAPF 104

FOR MISSION BASE STAFF OPERATIONS

a. Time/date unit or log started or activated

b. Name of unit, supervisor, and individual keeping the log

c. Notes from initial briefing

d. Time and noted from staff meetings

e. Significant events, actions taken, direction received or provided

4. For each log entry, the log keeper writes down the following on the ICSF 214:

